

C-A OPERATIONS PROCEDURES MANUAL

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Revision 01
June 28, 2002

1.10.1 Procedure for Documenting Unreviewed Safety Issues (USIs)

1. Purpose

1.1 This procedure provides instructions for the Associate Department Chair for ESHQ, Head of the ESHQ Division, and the C-A Committee Chairs for ESRC, RSC and ASSRC to amend accelerator safety-basis documentation for Unreviewed Safety Issues.

1.2 The following are examples of Unreviewed Safety Issues (USIs):

- Changing or altering procedures described in detail in a Safety Assessment Document (SAD).
- New hazards not currently analyzed in the SAD.
- Reorganization affecting departmental/divisional responsibilities listed in an SAD.
- Accelerator modifications that are not replacement-in-kind activities.
- Non-editorial changes to operational safety limit related C-A procedures (C-A OPM 2.5 series procedures).
- Change-out/replacement of safety equipment identified in the Accelerator Safety Envelope (ASE) that is not identical in form, fit, and function.

2. Responsibilities

2.1 The Head of the ESHQ Division, and the C-A Committee Chairs for ESRC, RSC and ASSRC shall be responsible for initiating USI forms.

2.2 The C-A Associate Chair for ESHQ shall act on submitted USI Forms per the requirements in the SBMS Subject Area for Accelerator Safety.

3. Prerequisites

3.1 Familiarity with accelerator authorization basis documents located at:
<http://www.agsrhichome.bnl.gov/AGS/Accel/SND/ConductOfOperations/index.htm>

4. Precautions

None

5. Procedure

- 5.1 If a USI arises during the ESHQ review process outlined in [C-A OPM 9.1.1](#), [9.2.1](#) or [9.3.1](#), then the Chair of the relevant committee shall complete the USI form based on information presented during the review.
 - 5.1.1 Complete the form in [C-A OPM ATT 1.10.1.a](#) and forward it the C-A Associate Chair for ESHQ.
 - 5.1.2 Acknowledge that a USI form was submitted in committee write-up of the minutes.
- 5.2 If a USI arises in the course of normal operations or maintenance, or is the result of an Unusual or Off-Normal Occurrence, then the C-A ESHQ Division Head shall complete the USI form.
 - 5.2.1 Complete the form in [C-A OPM ATT 1.10.1.a](#) and forward it the C-A Associate Chair for ESHQ.
- 5.3 If the hazard associated with the proposed work or event is covered within an existing SAD, but USIs exist as defined in Section 1.2 of this procedure, then the C-A Associate Chair for ESHQ will retain the USI Forms documenting the Committee's or ESHQ Division Head's approval.
- 5.4 The Associate Chair for ESHQ will maintain approved USI forms as controlled records appended to the SAD until they are subsequently incorporated into an SAD revision.
- 5.5 If the hazards associated with the proposed work or event are not appropriately included in an SAD, then the C-A Associate Chair for ESHQ shall initiate the development of a new or modified SAD, and obtain approval per the requirements in the Accelerator Safety Subject Area in [SBMS](#).

6. Documentation

- 6.1 The C-A Associate Chair for ESHQ shall maintain completed USI forms.

7. References

- 7.1 BNL Standards Based Management System ([SBMS](#)).
- 7.2 [C-A-OPM 9.1.1 "Obtaining Review by C-A Radiation Safety Committee"](#).
- 7.3 [C-A-OPM 9.2.1 "Reviewing Conventional Safety Aspects Of An Experiment"](#).
- 7.4 [C-A-OPM 9.3.1 "Reviewing Conventional Safety Aspects Of An Accelerator System"](#).

8. Attachments

- 8.1 [C-A OPM ATT 1.10.1.a, "C-A USI Form"](#).